Step-by-Step Application Process

These are step by step instructions to assist you in applying for a Kennedy Space Center Internship Position. Please note that in order to ensure full consideration for Kennedy Space Center's Internship Employment Program you will need to follow the application directions precisely. **Be sure to include: the number of credits completed, the degree level that you are currently pursuing (do not select "Some Coursework Completed"), major (ensure that it is written out fully), expected completion/graduation date, and GPA.**

If you do not have an account in usajobs.gov, begin at step #1. If you already have an account you may log-in and proceed to step #6.

NOTE: Before beginning this process you will want to have your existing resume on hand, as this will help you in building your resume in usajobs.gov.

1.   Log onto www.usajobs.gov.

2.   Click on "Create an Account" in upper right hand corner of the page.

3.   Fill in the personal information and account information, as well as your profile.

4.   At the bottom of this page review the terms of service and click "I agree. Create my account."

5.   Click on "My Account" at the top of the page

NOTE: NASA's application does not accept uploaded documents (i.e. transcripts or resumes), but if you are selected for a position you will be required to submit an official transcript mailed directly from your school to the KSC Recruitment & Student Programs Office.

6.   Click on "Resumes" on the left side of the page

7.   Select "Build New Resume"

8.   Enter "Last Name, First Name – Resume" as the document name

9.   Follow all on-screen directions to build your resume (try to include as much information as possible. Although they are not noted as such, the number of credits completed, the degree level that you are currently pursuing (do not select "Some Coursework Completed"), major (ensure that it is written out fully), expected completion/graduation date, and GPA are required fields for NASA Kennedy Space Center Cooperative Education Program applications)

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NOTE: You have now successfully added all information into usajobs.gov. The next portion of the process outlines how to actually apply to a KSC Internship Position

10. Visit http://pathways.ksc.nasa.gov/

11. Click on "Open Pathways Program Positions" on the left side of page

12. You will now be directed to a new website (http://nasajobs.nasa.gov/studentopps/employment/opportunities.htm). This is a list of currently open Internship and Recent Graduate positions across NASA. You have the option to scroll thru them all, or to sort by a specific center if you choose. Ensure you read the ENTIRE job announcement to ensure you meet the job requirements, are to see if there are any additional applications requirements such as an email with supporting documentation

NOTE: These postings are updated daily – we recommend you complete a USAJob search agent to be notified of new postings!

13. Select the position you'd like to apply for by selecting "Apply Online" to the right of each announcement. This will take you to the USAjobs.gov website, where you will need to log on to complete the next step of the application process.

14. Select your stored resume.

15. Read all notices thoroughly – i.e., are there additional requirements for documents to be emailed?

16. Check the "I have previewed my resume" box and the "I certify…" box.

17. Click " Apply for this position now" at the bottom of the page

18. Click "Take me there now" at the bottom of the screen or wait for the next page to load on its own

19. Read page thoroughly

20. Click "Continue" at the bottom of the page

Kennedy Space Center Pathways Internship Employment Program

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21. Complete all fields.

22. Click "Continue" at the bottom of the page

23. Review your resume submission

24. Click "Continue" at the bottom of the page

25. Complete the supplemental questionnaire

26. Click "Continue" at the bottom of the page

27. Select "Submit my application"

CONGRATULATIONS! You have just applied for a NASA Pathways Internship position. Check your email to confirm submission of your application. After the selection process is complete you will be notified via email.

If you are having difficulties with any aspect of the Application Process, please email the Pathways Program Team at ksc-pathways@mail.nasa.gov.